

## **Memorandum**

**TO:** *Ship Ballast Water Technologies Stakeholder Advisory Group and Interested Parties*

**FROM:** *Tom Stevens, Project Manager*

**DATE:** *April 23, 2001*

**SUBJECT:** *ETV Source Water Protection Pilot - Ship Ballast Water Technologies Stakeholder Meeting*

*The first meeting of the ETV Source Water Protection Pilot - Ship Ballast Water Technologies Stakeholder Meeting will be held Tuesday, June 12, 2001 at the Holiday Inn Hotel & Suites, 625 First Street, Alexandria, VA. A tentative list of agenda items is attached. This meeting (business casual dress) is scheduled to start at 8:00 a.m. and adjourn at 5:00 p.m.*

*A block of rooms has been reserved at the Holiday Inn Hotel & Suites. You may call the hotel directly at (703) 548-8032 to reserve a room for the meeting at the group discount rate (\$129.00 single or double). **Be sure to let the hotel know that the room block is listed under the Ship Ballast Water Technologies Stakeholder Meeting. The block of rooms will be held until Saturday, May 19, 2001. The block room rate and room availability can not be assured after May 19, 2001.***

*The Holiday Inn Hotel & Suites provides complimentary shuttle service to and from Reagan/National Airport. If you live in the area, you may go to the shuttle stop at the airport, call the hotel and take the shuttle to the hotel. If you are planning to drive to Alexandria, the hotel has parking at \$8.00 per day. The ETV Pilot will pick up the parking cost. Please be sure you turn your parking receipt in to Tom Stevens after the meeting.*

*If you are planning to attend this meeting, please return the enclosed FAX sheet to Pat Wilkie by Tuesday, May 29, 2001. I look forward to seeing you in June.*

*Enclosures*

*Tentative Meeting Agenda  
Hotel Amenities  
FAX Sheet - RSVP*

**Tentative Meeting Agenda  
ETV Source Water Protection Pilot  
Ship Ballast Water Stakeholder Meeting  
June 12, 2001**

**Holiday Inn & Suites - Alexandria, Virginia**

<b>8:30 am</b>	<b>Welcome and Self Introduction</b>	<b>All</b>
<b>8:45 am</b>	<b>ETV/USCG Signing of Agreement</b>	<b>P. Hansen, R. Everett</b>
<b>9:00 am</b>	<b>EPA Presentation of ETV Program</b>	<b>P. Hansen</b>
<b>10:00 am</b>	<b>Break</b>	
<b>10:30 am</b>	<b>NSF Presentation of SWP Pilot</b>	<b>T. Stevens</b>
<b>11:15 am</b>	<b>USCG Presentation of Ballast Water Issues</b>	<b>R. Everett</b>
<b>12:00 pm</b>	<b>Lunch</b>	
<b>1:00 pm</b>	<b>Review of Ballast Water Workshops</b>	<b>R. Everett</b>
<b>2:00 pm</b>	<b>Discussion of Ballast Water Issues Technologies and Verification Factors</b>	<b>T. Stevens/R. Everett, Group</b>
<b>3:00 pm</b>	<b>Break</b>	
<b>3:30 pm</b>	<b>Discussion - Continued</b>	<b>T. Stevens/R. Everett, Group</b>
<b>4:30 pm</b>	<b>Next Steps</b>	<b>T. Stevens, R. Everett</b>
<b>5:00 pm</b>	<b>Adjourn</b>	

*Holiday Inn  
Hotel & Suites  
Historic District Alexandria*

***HOTEL FACTS***

**Services Provided by the Hotel**

Courtesy shuttle service to/from Reagan National Airport, and Metro daily from 6: a.m. - 10:30 p.m.

- *Old Town Shuttle to King Street at 6:00 p.m., 8:00 p.m., 10:00 p.m. daily.*
- *Room service available daily from 6:30 a.m. - 10:00 p.m.*
- *Traditions Restaurant offers wonderful breakfast and lunch buffets, dinner specials and a bountiful Sunday champagne brunch buffet.*
- *Full-service lounge offering Happy Hour appetizer specials, NTN Interactive games and more!*

### **Amenities Provided By The Hotel**

- *All rooms are located on the main floor and offer spacious hallways for breaks, exhibits and more!*
- *Our 178 guest rooms have all been renovated recently and include 17 suites.*
- *In-room coffee makers, hair dryers, irons and ironing boards.*
- *Complete in-house fitness center with indoor/outdoor pool, whirlpool, and saunas.*
- *Each guest room phone has Voicemail and modem capability.*
- *25" televisions with remote offer the comforts of home.*

### **Meeting Room Features**

- *10 meeting rooms including a Grand Ballroom which can accommodate up to 750 people with flexibility for smaller breakout meetings.*
- *Ballroom divides into four sections, for added flexibility.*
- *Five salons can each accommodate up to 40 people classroom style.*
- *Meeting space was recently renovated to include silk wallpaper, crystal chandeliers and beautifully appointed carpeting and wall-lighting.*

### **Area Attractions**

- *Illuminated public tennis courts for day or night play (no additional charge) just two blocks away.*
- *There is an 18 mile jogging path that follows the Potomac River from Lincoln Memorial to Mount Vernon Plantation (the home of George Washington).*
- *The heart of Old Town Alexandria is just nine short blocks from the hotel.*
- *The hotel is within walking distance of the finer restaurants in the area.*
- *Just two miles from Reagan National Airport and five miles from our nation's capitol.*

### **Arrival/Departure**

- *Check-in: 3:00 p.m. Check-out: 12:00 p.m.*

***FACSIMILE***

**TO:** *Pat Wilkie*

**DEPARTMENT:** *NSF International - Federal Programs*

**ADDRESS:** *PO Box 130140*

**CITY, STATE,  
ZIP:** *Ann Arbor, MI 48113-0140*

**TELEPHONE:** *(734) 913-5740*

**NSF FAX:** *(734) 769-5195*

**DATE:** \_\_\_\_\_

**FROM:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**MESSAGE:**

***Ship Ballast Water Technologies Stakeholder Advisory Group Meeting***

***Return by Tuesday, May 29, 2001***

\_\_\_\_\_ I will be attending the meeting.

\_\_\_\_\_ I will not be attending the meeting, but send a meeting summary.